

ORDER FOR SUPPLIES OR SERVICES	PAGE OF PAGES
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/27/08		2. CONTRACT NO. (If any) EP-W-07-053		6. SHIP TO:	
3. ORDER NO. 0003		4. REQUISITION/REFERENCE NO. PR-HQ-08-12153		a. NAME OF CONSIGNEE EDGAR W. LEWIS, TOPO	
5. ISSUING OFFICE (Address correspondence to) Environmental Protection Agency				b. STREET ADDRESS 1233 PENNSYLVANIA AVE NW	
7. 10:				c. CITY WASHINGTON	d. STATE DC
				e. ZIP CODE 20460	
a. NAME OF CONTRACTOR APEX LOGISTICS, LLC				f. SHIP VIA	
b. COMPANY NAME				B. TYPE OF ORDER	
c. STREET ADDRESS 9015 RHODE ISLAND AVENUE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:	
d. CITY College Park		e. STATE MD	f. ZIP CODE 20740	<input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED	
<input type="checkbox"/> d. WOMEN OWNED					
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO		15. DELIVER TO F.O.B. POINT ON OR BEFORE: (Date)	
13. PLACE OF				16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6			

17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
21. MAIL INVOICE TO:						17(h). TOT. (Cont. pages)
a. NAME U.S. Environmental Protection Agency						
b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						17(i). GRAND TOTAL
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711	\$1,410,324.80	

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)

ROSE M. GREEN

TITLE: CONTRACTING/ORDERING OFFICER

Labor Services - Option Year I

Contract: EP-W-07-053, Task Order: 0003

Lead PR Number: PR-HQ-08-12153

Summary Information

Title: Labor Services - Option Year I
Period of Performance: From: 06/01/08
To: 05/31/09
Award Date: 05/27/08
Total Funding: \$1,410,324.80

Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
Opt 1	AKK004	07	B	51EK	ZZZGF2L	0000C000		2565	\$427,798.52	P
Opt 1	AKK004	08	T	51EK	ZZZGF2L	H000BM00		2565	\$126,929.23	P
Opt 1	AKK004	08	B	51EK	ZZZGF2L	0000C000		2565	\$855,597.05	P

Funding Breakout

Acct. Info	Funding Category	Amount
FY2007 - AKK004	Cost Ceiling	\$427,798.52
	Total:	\$427,798.52
FY2008 - AKK004	Cost Ceiling	\$982,526.28
	Total:	\$982,526.28

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: EDGAR W. LEWIS
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code:
Phone Number: 202-564-4825
Fax Number:
E-Mail Address: lewis.edgar@epa.gov

Task Order Totals

Category	POP	Amount
Cost Ceiling	Option 1	\$1,410,324.80

C.2 STATEMENT OF WORK/SPECIFICATIONS (EP 52.210-100) (APR 1984)

The Contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified), to perform the Statement of Work/Specifications included

**Facilities Management & Services Division (FMSD)
Statement of Work**

Background

The Environmental Protection Agency (EPA), Facilities Management and Services Division (FMSD), requires labor services and warehouse operations support for its Headquarters locations. This statement of work shall provide support services that shall be performed, on a daily basis, throughout the EPA Headquarters facilities within the Washington, DC metropolitan area and within a 100 mile radius. The EPA shall furnish office space and telephones for the contractor, located at the Federal Triangle Complex, the Potomac Yard complex, and at the warehouse in Landover, MD. The Statement of Work requires the need for skilled labor support and oversight operation of warehouse space for EPA.

General Requirements

The contractor shall provide relocation services and various labor services as described in the Statement of Work, in accordance with established commercial practices. The Contractor shall also provide management oversight to operate and maintain EPA's warehouse functions, i.e., shipping and receiving of Government property, delivery of carpet, furniture, supplies and equipment.

The Contractor shall provide management oversight for the labor services and warehouse operation support. The contractor shall be responsible for assuring that, in addition to normal warehouse operations, tasks associated with submitted Facilities Services Request, (FSR) 5100-2 are properly completed and closed out. The contractor shall maintain the Integrated Financial Management System (IFMS) database and provide a list of inventory of all items picked up and located in the warehouse, to the Project Officer (PO) and the Task Order Project Officers (TCPOs) on a weekly, monthly, quarterly and annual basis (see reports). Special arrangements must be made prior to delivering property at the specified locations. The contractor shall receive work requests (Federal Services Requests (FSRs)) through the EPA Facilities Tracking System (FTS). The contractor shall be responsible for providing coverage of work by utilizing staggered shifts and job sharing as opposed to overtime.

Prior to beginning work under the resulting contract, the contractor shall provide uniforms (shirts) of the same color for all personnel. Identification of each position (i.e., project manager, laborer, company name, etc.) should be adhered to their clothing and displayed at all times as contractor personnel. Contractor personnel are not to wear baseball caps, or similar, during working hours.

The Contractor shall provide labor services support to the following EPA buildings:

Ariel Rios Buildings: 1200 Pennsylvania Avenue, NW, Washington, DC

Ronald Reagan Building: 1330 Pennsylvania Avenue, NW, Washington, DC
 EPA East Building: 1201 Constitution Avenue, NW, Washington, DC
 EPA West Building & Connecting Wing: 1301 Constitution Avenue, NW, Washington, DC
 Franklin Court: 1099 14th Street, NW, Washington, DC
 Charles Glover (Riggs) Building: 808 17th Street, NW, Washington, DC
 Colorado Building: 1341 G Street, NW, Washington, DC
 Woodies Building: 1025 F Street, NW, Washington, DC
 Potomac Yard Buildings 1&2: Crystal City, VA

The Contractor shall also make deliveries to the following locations:

Federal Records Center, Suitland, MD
 V Street Warehouse, SMC United Industrial LPA: 3025 V St, NE, Washington, DC
 Environmental Science Center (ESC), 701 Magas Road, Fort Meade, MD
 Annapolis City Marina, 410 Severn Avenue, Suite # 109, Annapolis, MD
 GSA Surplus Sales, Loisdale Drive, Franconia, VA
 Davis Industries, 9920 Richmond Highway, Springfield, VA
 Franklin Court, 1099 14th Street, NW, Washington, DC
 Warehouse, 8335 Ardwick Ardmore Road, Landover, MD

EPA Warehouse Location: 8335 Ardwick Ardmore Road, Landover, MD

Additional buildings may be added or deleted as EPA offices change locations.

Labor Support Services

The Contractor shall provide labor support services during the hours of 7:00 am - 4:30 pm, throughout the indicated EPA locations. All requests for services, from EPA customers shall be received and processed through the Facilities Tracking System. The contractor is not to do any work without the FSR.

The Project Officer and the Contractor shall develop a delivery/pick-up schedule for the EPA buildings; a sample of a schedule is attached. This shall include, but not limited to the following:

- scheduling and planning office relocations of the EPA employees as established by FMSD Facilities Managers;
- determining the method of access to the EPA buildings within the Metropolitan Area;
- scheduling the day of week and time of arrival for weekly deliveries to EPA buildings; and
- schedule to pick up excess property, furniture and recycling (i.e., toner cartridges and batteries) from the various buildings.

Facilities Tracking Systems (FTS)

The Facilities Services Request (FSRs), EPA Form 5100-9, shall be submitted from authorized EPA personnel. The FSRs shall be submitted to the contractor electronically through the Facilities Tracking System (FTS).

In the case of an emergency, the Project Officer(s) and the Facilities Managers will also be able to submit requests via email, to the contractor, to be followed up with the proper format.

events shall be set up at a minimum a half hour prior to commencement of the meeting or special event.

The contractor shall pick up and deliver, from various sites, numerous items, such as scrap metal, boxes of files, equipment, furniture, etc.

The contractor shall assist in emergency clean-up situations, including moving furniture (i.e., free standing), equipment (i.e. computers), ceiling tiles, pick up trash and debris, etc.

The contractor shall pick up boxes of files to shred and properly dispose/recycle shredded paper, involves operating of a high capacity paper shredder.

The contractor shall deliver carpet tiles to designated storage areas at the various EPA facilities to have on-site in case of emergencies or relocation projects.

The contractor shall complete all FSRs by due date on the request. If the contractor is unable to meet the deadline, the contractor shall send an email to the requestor and the Project Officer, with the reason for the delay and the date the service will be completed.

The contractor shall install and remove bulletin boards (up to 15 lb. weight limit), white boards, window coverings and associate hardware, pictures, plaques, and a variety of general maintenance repair services as outlined in the FSRs.

The contractor shall install, relocate excess items requiring assembly and disassembly, i.e. bookcases, metal shelving units, L-return desks, keyboard trays and other furniture requiring assembly.

The contractor shall repair, paint walls and doors, etc. damaged by the contractor while performing task. These repairs shall be completed within 48 hours, at the contractors expense and time.

Performance Measures/Standards

All work noted above, and including, but not limited to:

All Facilities Services Requests are retrieved from the system, printed, and action taken within two hours of receipt.

No follow-up phone calls from the customer or Project Officer(s) are necessary to ensure completion of the request.

All Facilities Services Requests are closed out in the system within 48 hours of completion of the request.

No work is completed from receipt of a phone call or email - work must be ordered and received via the proper channels as stated above, unless emergency situation.

All setups for conference rooms and special events are completed prior to the commencement of the meeting/special event.

The contractor shall retrieve, print, and take action on all FSRs within two hours of receipt. The contractor shall closeout all FSRs within 48 hours of completion of the request. If there is any type of delay in getting the work done by the requested due date - the contractor is to notify (email) the Project Officer and the customer.

The contractor must submit a weekly FSR report, on all 5103-8 forms received, to the Project Officer showing, at a minimum:

- date FSR received;
- current status;
- date order completed and closed out;
- how many personnel and how many hours each it took to complete the work, and;
- any impediments encountered and how they were resolved.

Contractor Responsibilities:

At all times, contractor personnel shall:

- exhibit courteous, professionalism and interpersonal skills.
- have the ability to communicate using the English language.
- have uniforms that are neat, clean, and appropriately sized, with shirts tucked inside belted pants.
- display their Government issued identification badge.
- keep agency space, that is provided to the Contractor for their office space, neat and orderly.
- adhere to the provisions of Drug Free Workplace (FAR 51.13-6). All new contractor employees must pass a drug test.
- have adequate physical stamina to perform the job requirements, work requires prolonged lifting, walking, standing, etc.

The contractor shall inform the Project Officer and the customer of the individual FSR if the delivery date of the individual task cannot be met, and why.

The contractor personnel shall efficiently pack personal items and office supplies and safely relocate Government furniture, equipment. The contractor shall provide packing boxes and other items in accordance with the EPA instructions.

The contractor shall inspect the origin and destination locations to ensure that adequate manpower and equipment are available to perform the scheduled relocation/work.

The contractor shall protect all equipment and furniture to be moved as well as walls and doorways to ensure against any damage and/or breakage of Government property.

The contractor shall collect recyclables, newspapers and other paper; bottles, cans and plastics; toner cartridges and batteries recycling for delivery to the EPA East/West and Potomac Yard loading docks for pickup by GSA. These items are to be delivered to the warehouse and kept sorted and organized.

The contractor shall reconfigure conference room tables and chairs; deliver and set up stages, podiums, flags and other property and equipment in support of official EPA functions and special events. Conference rooms and special

Routine recycling pickups are performed/completed without agency intervention.

98% of requests completed without customer complaints; any complaints are quickly resolved.

Items that are shredded are picked up and disposed/recycled properly.

Reports are provided in a timely manner with all required data fields complete.

Warehouse Operations Support

The Contractor shall provide warehouse operations and support services between the hours of 7:00 am and 4:30 pm, Monday through Friday (except observed holidays and administrative leave as addressed in Section 4 of this contract). The Contractor shall also ensure that only those personnel associated with the warehouse functions are allowed entry, unless otherwise approved by EPA Project Officer and the Task Order Project Officer (TOPO). The warehouse supervisor shall notify the Federal Protective Service (FPS), when an emergency situation occurs at the warehouse, during normal hours of operation. If an emergency occurs after hours of operations, the FPS will contact EPA's security personnel to alert the warehouse manager or the Project Manager, so they can open the warehouse. All telephone calls and email messages shall be returned within 24 hours by the warehouse personnel.

The warehouse operations staff shall operate and maintain EPA's warehouse functions, i.e., shipping and receiving of Government personal and leased property. The contractor shall deliver and receive equipment, furniture and supplies. The contractor shall also maintain the updated warehouse database on the inventory, including data such as the purchase order number, end user/customer, date received, storage rack location, item name, etc.

The contractor shall maintain the storage space for disposal of excess property through GSA and through the Recycling Electronic Assets Disposition (READ) program. When the contractor receives documentation associated with GSA or READ program, a disposal code is assigned to determine the disposition. The contractor shall maintain the warehouse READ tracking system and identifying sensitive items. The contractor shall submit to the Project Officer a quarterly READ report identifying, at a minimum, the Program Office, Custodial Area, Contact Person, the description of the types of electronic equipment, and the quantity.

Receiving

The contractor shall receive and inspect all incoming materials, furniture, equipment, supplies, exhibits, etc., and note on the delivering carrier's document and in consignee's document copies any visible loss, damage. The contractor shall document any damages or loss and notify the PO and TOPO via email within two working days. Items received that are damaged or shortages or overages shall be noted by the Shipping/Receiving Clerk.

The contractor shall apply property decals and enter accountable/sensitive property into the IIMS within 72 hours of receipt. The contractor shall maintain all records associated with the receiving function in accordance with warehouse reporting/record keeping requirements. Disposal codes are to be assigned and entered for all incoming items.

Shipping/Delivery

The contractor shall prepare Government property for shipment from the warehouse and delivery to EPA Headquarters facilities and EPA satellite buildings. The day of pick up, the contractor shall verify the items before leaving the premises, (on and off site) before delivering to the warehouse. This includes shipment and delivery of property, property stored at the warehouse until delivery is requested, and any other Government property designated by the PO and/or TOPO. The deliveries shall be brought to the loading dock and loaded onto the designated vehicle. Upon arrival at the destination, furniture must be unwrapped, uncrated and assembled, if necessary. All packing materials must be removed from the premises. The contractor shall dispose of any material, packaging and other substances used to operation and maintenance of the warehouse space, or left over after delivery of furniture, equipment or other property, in accordance with prevailing regulations, guidance and State and Government laws. Prior to making deliveries to GSA in Franconia, VA, or other locations, to deliver excess property, the contractor shall contact the GSA to make arrangements prior to delivery.

Property Accountability

The Contractor shall apply property decals to all accountable and sensitive EPA and leased property. The Property Utilization Officer shall supply the Contractor with the decals (Leased, Capitalized, Sensitive Items and Superfund), for proper identification. If the items are over the EPA's threshold of \$5,000 or if it is a sensitive item, the sensitive item should have a decal applied (see the attached list). When the contractor receives a purchase order for incoming items (i.e., supplies, equipment, furniture, etc.,) the property technician shall enter the information below into the IFMS.

- Decal Number
- Purchase Order Number
- Description of Items

Stock/Warehouse Inventory

Contractor Responsibilities:

At all times, contractor personnel shall:

- exhibit courteous, professionalism and interpersonal skills.
- have the ability to communicate using the English language.
- have uniforms that are neat, clean, and appropriately sized, with shirts tucked inside belted pants.
- display their Government issued identification badge.
- keep agency space, that is provided to the Contractor for their office space, neat and orderly.
- adhere to the provisions of Drug Free Workplace (FAR 52.223-6). All new contractor employees must pass a drug test.
- have adequate physical stamina to perform the job requirements, work requires prolonged lifting, walking, standing, etc.
- Maintain warehouse inventory in an organized, secure, clean, and safe environment. Provide optimum use of storage space.
- Maintain a skid sheet of all EPA supplies. The printed materials

are kept in a separate location at the warehouse and may be ordered separately by the Print Manager, as set up by the Project Officer.

- Ensure that the warehouse database is updated to provide accurate reports on all stock available.
- The Contractor shall be responsible for all inventory from its inception up to the delivery at the final destination - the loading, unloading, packing, unpacking, storage, etc.
- Provide space for EPA exhibits, new and used furniture, and any other materials stored in the warehouse, delivered and accepted at the warehouse, inventoried before final delivery to the client.
- Provide space for clients to inspect excess furniture and equipment to determine suitable for rehabilitating furniture. Prepare documentation to GSA or the READ program to pick up excess equipment and furniture declared by the program using the correct disposition codes.

Storage Space

The contractors shall allow EPA clients 30 days to store items at the warehouse. All items must be labeled by the program Custodial Area (CA), name and telephone number. A record shall be kept on file of transactions. The contractor shall notify the TOPO within five (5) days of the 30 days storage allowance, to receive instructions on the storage disposition. The Contractor shall notify the TOPO via email of program offices property stored more than 30-days. The TOPO shall then notify the program office of the status, and provide a follow-up email to the project manager on the disposition.

Carpet Handling - Upon request of the Project Officer (PO) and/or TOPO, maintain a designated area in the warehouse for airing carpet for seven (7) consecutive days prior to installation in an EPA facility. The contractor shall completely unpack the carpet tiles, so that air may circulate around all surfaces. The carpet shall be placed on pallets to allow air circulation above and below the carpet.

Vehicle Maintenance - ensures that all vehicles (either Contractor provided or Government furnished) are properly used, and that the interior and exterior are properly maintained at all times. On contractor provided vehicles, prior to and after award the contractor shall maintain adequate insurance, ensure that the drivers are properly licensed, and provide for general and routine vehicle maintenance (i.e., tune-ups, oil changes, brake adjustments, etc.) necessary to ensure the satisfactory operation and performance of the vehicles.

The warehouse truck drivers shall ensure that deliveries are secured on vehicles to prevent damages. The warehouse truck drivers personnel operating commercial vehicles shall have current CDL drivers license for deliveries of Government property.

Work Schedule

The Contractor is required to utilize effective and efficient management of staff resources based upon anticipated labor services and warehouse operations requirements, work schedules and facilities restrictions. Contractor employees shall not work more than forty (40) hours per week under this contract unless they have authorization to incur overtime from, the CO, PO and the TOPO. The

CO must approve overtime ordered in excess of the amount indicated in the contract; the PO can order up to that amount. It is anticipated that the majority of warehouse services are required between the normal work hours of 7:00 am to 4:30 pm, Monday through Friday. In the case of an emergency, the Project Manager or alternate may work after normal work hours to minimize disruption of the client services. The Headquarters EPA satellite facilities have various hours for elevator and loading dock access, to each building.

Performance Measures/Standards

All work noted above, including but not limited to:

Property decals are applied to 100% of pertinent Government property and the contractor maintains the data accurately in the IFMS system.

Information is entered into the IFMS system and the Warehouse Management System within 72 hours of receipt.

Reports of damaged items are received within 48 hours and communication returned within 24 hours.

98% of requests completed without customer complaints; any complaints are quickly resolved.

EPA items that the contractor damages are quickly repaired and/or replaced.

Reports are provided in a timely manner with all required data fields complete.

Current list of forms utilized on for contract requirements:

EPA Form 1700-4 (Request for Shipping Service)
EPA Form 1740-10 (Property Action Request Memorandum Receipt)
EPA Form 5100-8 (Facilities Services Request)
Standard Form 120 (Report of Excess Personal Property)

Required Deliverable Reports:

(Note: report layout/information to be determined by Project Officer with contractor input)

Weekly FSR Report
Monthly Progress Report
Monthly Vehicle Operations and Fuel Usage Report
Monthly EPA Inventory with separate printing supplies section
Quarterly BEAD Inventory Report
Annual Government Property Report

Recyclables Schedule:

Monday Pick up locations: **WEDNESDAY**
1310 I Street (paper, newspaper, cardboard, bottles, cans and plastic)
Colorado Building (paper, bottles, cans and newspaper)

Tuesday Pick up locations: **Thursday**
Potomac Yard (paper, newspaper, bottles and cans) - **TONER**
Woodies Building (paper, bottles, cans and newspaper)

Wednesday Pick up location: **RFBldg**
 ✓ 1310 L Street (paper, newspaper, cardboard, bottles, can and plastic)

Thursday Pick up location: **EAST AND WEST**
 ✓ Potomac Yard (paper, newspaper, bottles and cans)

Friday - Warehouse:
 Waste Management pick up of recyclables

List of Sensitive Items (other items may be added):

- Desktop Computers (CPU Only);
- Laptop Computers;
- Projectors;
- PDAs (e.g., BlackBerries, Palm Pilots);
- Cellular Telephones;
- Video Cameras;
- Digital Cameras;
- Copiers;
- Televisions;
- Electronic Recording Equipment (e.g., VCRs, DVDs);
- Scanners;
- Global Positioning System (GPS) Equipment;
- Electronic Meters (e.g., Gas, Air Flow, Ozone, PH, Light, Sound, Conductivity, Chlorine);
- External Zip Drives/Portable Disk Drives;
- External CD Burners;
- Firearms; and
- Medical and other technical equipment (e.g., polygraph systems, spiro meters, automatic external defibrillators).

Disposal Codes:

<u>Disposal Condition Codes</u>	<u>Expanded Definition</u>
1	Property which is in new condition or unused condition and can be used immediately without modifications or repairs
4	Property which show some wear, but can be used without significant repair.
7	Property which is unusable in its current condition but can be economically repaired.
X	Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
8	Property which has no value except for its basic material content.

C.3 INCORPORATION OF CONTRACTOR'S TECHNICAL PROPOSAL (EP 52.210-120) (APR 1984)

The Contractor's technical proposal entitled, "Proposal to Provide Labor

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 06/23/09	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY Environmental Protection Agency Administrative Contract Service Center (3803R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		7. ADMINISTERED BY (If other than Item 6)	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO. <input type="checkbox"/> 9B. DATED (SEE ITEM 11) <input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-07-053 TO# 3 <input type="checkbox"/> 10B. DATED (SEE ITEM 13) 05/27/08	
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See the section, Accounting/Appropriation Data, in the attachment on Page 2.

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to deobligate the \$197,033.20 on task order #3 and to have it obligated to task order #5.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ROSE M. GREEN	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 6/23/09

Labor Services - Option Year I

Contract: EP-W-07-053, Task Order: 0003, Mod: 0001

Summary Information

Title: Labor Services - Option Year I
Period of Performance: From: 06/01/08
To: 05/31/09
Award Date: 05/27/08
Total Funding: \$1,213,291.60

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P /
Opt 1	AKK004	08	B	51EX	ZZZGF21	00000000		2565	(\$197,033.20)	C

Funding Breakout

Acct.Info	Funding Category	Amount
FY2007 - AKK004 [M]	Cost Ceiling	\$427,798.52
Total:		\$427,798.52
FY2008 - AKK004 [M]	Cost Ceiling	\$785,493.08
Total:		\$785,493.08

[M] - Modified

[A] - Added

TO Totals

The following item(s) have been modified:

Category	POP	From	By	To
Cost Ceiling	Option 1	\$1,410,324.80	(\$197,033.20)	\$1,213,291.60

TO Classification

The following changes have occurred:

The Task Order Ceiling has changed from \$1,410,324.80 to \$1,213,291.60.